

YEAR 10 CEIAG OFFER

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Monday 7th – Friday 11th July 2025



Why things changed ...

- Increasingly harder for students to find placements
- Large number of students left in-school
- Increasingly less meaningful work placements

As a result ... **Employability week!**

With the caveat that students could still attend a work placement if they really wanted to and could find one.



THERE ARE 2 OPTIONS

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STUDENTS WILL ONLY

BE ABLE TO

UNDERTAKE **ONE**

Students will undertake either ...

Employability Week- **Default option**

Every student will undertake the following activities:

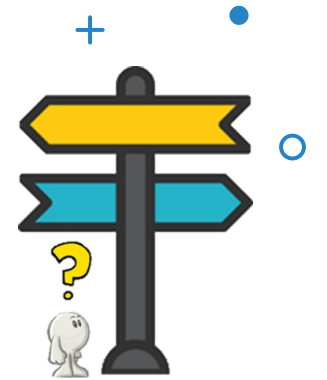
- Trip to an employer
- Trip to a university
- Mock interview with a local employer
- Enterprise day
- Undertake a range of careers and employability workshops & activities.

Work Experience Placement

- 5 days
- With an employer undertaking appropriate activities, set by the company.
- Self-sourced placement
- All placements will have to be fully vetted before being approved.

Only **one** can be undertaken

What happens next ...



- All students are **automatically included in the employability week**.
- It supplements our careers education offer for year 10.
- Students/parents do not need to do anything and will attend school as normal.
- The specific details of trips, events and activities will be shared with all closer to the time.
- If a student wants to opt into the **work placement option**, there is a **specific set of requirements and process for them to follow**. This is detailed on the following slides.

WORK PLACEMENT SUMMARY

1. Independently secure a placement
2. Student submits the placement details into the Placements Tool on Unifrog (an online careers platform)
3. Placement vetting occurs – checks insurance and health and safety compliance with the employer (Series of online forms)
4. Notification of approval – Via email
5. Undertake the placement

The placement booklet contains further guidance on the relevant information needed and a guide on inputting placements to Unifrog

Placements MUST...

- Have **Employers Liability Insurance** (Public Liability is not the same)
- Have **written down Risk Assessments & Health & Safety Policies**
(These are a legal requirement for all company with 5+ employees)
- Be **outside** of your normal experiences- **NOT** current work/activities

Placement Vetting: Overview



Student Form

Once a student verbally secures a placement, they must complete and submit the **Unifrog placement tool**. Unifrog automatically contacts the employer, (using the employer email on the student form- make sure this is accurate). Information in the student form is shared with the employer- so detail any medical issues or additional needs.

Employer Form

The employer receives a link to Unifrog and completes their own form. This includes key questions about the placement, their health & safety practices, insurance and risk assessments. Once submitted parents/carers are notified.

Parent / Carer Form

Parents/carers review ALL the information (student & employer forms) and consent to participation. They can add any further details if needed.

Placement Coordinator Review

The schools work experience coordinator reviews all answers, from each form, and decides if the placement is approved. If approved, the student, parent and employer will be automatically notified, by email. The placement can then occur. Occasionally, an answer may generate further enquiry. The placement coordinator will contact the various people directly to clarify any issues, before hopefully approving the placement.

The Student Form: Overview

You will need the following employer information to complete the student form:

- Employer Name
- Name of the contact supporting the placement
- Email of employer contact- **This MUST be accurate**
- Telephone number
- Employer address
- Answer the question: Is this address where you will be working during your placement: Yes / No

The placement guide contains all these details and a walk-through to Unifrog's placement tool

...and input the following information:

- Select **'in-person'** for the placement type
- Placement coordinator: **Mrs Mahloudji**
- Placement dates: **Monday 7th – Friday 11th July 2025.**
- Time commitment: **'Full-time' if 5 full days, Monday – Friday.** Anything else: 'Part-time' & note which days you will not be attending e.g. not Wednesday. You are expected to be in school then.

Answer the remaining personal questions e.g. medical issues, additional needs etc

Other Key Information



- A member of staff will 'check-in' with the employer and student during the placement.
- If students are eligible for free school meals, they can collect a packed lunch from school reception at the beginning of each day. Please speak to Mrs Mahloudji about arranging this.
- Students are expected to make their own way to/from the placement.
- Illness during work experience?- please inform the employer & school.
- If the placement is closed during the school week, students will be required in school for these days.

Work Placement Timeline- 2025

Have a placement secured?
complete the placement tool
(Unifrog) ASAP.

December 2024	Assembly- Introduction to employability week and work placement option.
March - April 2025	Assembly- reminder of options and further details on each. Students opting for a work placement should be actively contacting employers & making enquiries- Use the support pack for guidance.
6 TH May 2025	Have verbally secured a placement and submitted the details onto Unifrog (placements tool)– this will trigger health & safety checks to start. No new placements can be added after this date.
On-going notification of placement approval- Via Email	
5 th June 2025	All decisions on placements will be made. Any placements still at the employer or parent/carer stage will be rejected. Placements at the school permission stage will try to be resolved but if the employer is not supporting a query, the placement will be rejected.
W/B 16 th June 2025	Student to contact placement provider again & remind them they will be attending shortly. Double check key information e.g. times, arrival, dress, lunch arrangements etc.
W/B 7 th July 2025	Undertake placement & complete a review

Careers Drop-in Sessions

Available every week!

Tuesday Lunchtime

**Location:
Opposite the Sixth Form
Entrance**

What's Available?

- Impartial information, advice & guidance
 - Questions answered
 - Career Planning Support
- CV and apprenticeship application support

Open to all year groups!

How do I decide on the best option?

What options are available to me?

Support with work placements

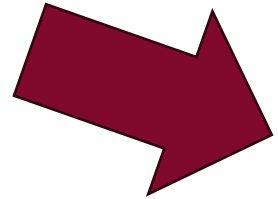
How do you apply?

What subjects/grades do I need?

What do I need to do to secure a role in my chosen profession?

What are employers looking for?

How do I figure out what career to pursue?



ANY QUESTIONS

